

Scoring:
3 – Exceeded Expected Results
2 – Achieved Expected Results
1 – Has Not Achieved Expected Results
Note: If overall score is less than 2, a PIP must be attached

COMMENTS

Supervisor Comments: _____

Signature _____ Date: _____

Chain of Command Comments: _____

Initial _____ Date: _____

HR Comments/Initials: ICM

Date: 3-8-18

CEO Comments: Joyce you have been a true partner in leading this Agency and setting a strong Fiscal Structure

Initial JN Date: 3/7/18 Thanks!.

Employee Comments: Include major accomplishments/contributions and/or requests for training or developmental opportunities.

a pleasure to be here!

Signature J. Norris Date: 3/7/18

Performance is **NOT** to be discussed with employees until chain of command has signed off.

After discussing with employee, return original to HR and provide employee with a copy.